

## Checklist – Converting a Reciprocal Permit to an Initial, Proficient, or Accomplished Practitioner License under Rules 2002

- Complete the entire Application for Indiana Educator License, [State Form 9331](#).
- Attach a \$35.00 cashier's check or money order, made payable to the State of Indiana, to the application. **Applications with cash or personal checks will be returned. ALL FEES ARE NON-REFUNDABLE.**
- Answer Section E questions 1-3. Sign your name verifying that the information on the application is accurate.
- Attach a copy, front and back, of your Indiana License being renewed or a copy of your license information from the [Indiana Educator License Lookup](#)
- [CPR/ Heimlich maneuver certification](#), please visit our website for more information and a list of acceptable providers.
- Submit all materials to the Division of Professional Standards as evidence that you have successfully completed all deficiencies cited in your evaluation letter. Include a copy of your evaluation letter with submission.

NOTE: This process is available to those who have had their credentials evaluated by the Office of Educator Licensing and Development and received a Evaluation Letter stating deficiencies needed to establish an Indiana Educators' license.

Mail the completed forms and materials to:

Office of Educator Licensing and Development  
151 W. Ohio Street  
Indianapolis, IN 46204-2798